

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerkkelsalepc@gmail.com

**DRAFT MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 29th JUNE 2022
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Simon Ransome
Cllr Edwina Galloway (Vice-Chair)	Cllr Mark Stewart
Cllr Susan Major	Cllr Rob Holden
Cllr Caroline Harker	Cllr Julia Ewart

In attendance: 6 members of the public.

Welcome by the Chairman.

11674 Public Forum

Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.

Mr Adams on behalf of the Biodiversity Group. The group had been for a visit to a farm where it is hoped that the footpaths will be re-instated. A further 1 mile of new hedging has been identified in conjunction with the Queen's Green Canopy. The footpath trail is to be placed in the next newsletter. Surveys are to take place on Carlton Meres. Cllr Revell thanked Mr Adams for his report.

A member of the public who is responsible for the Village History Group commented that he had 12.5GB's of historic information all about the village. Would the PC consider becoming the custodians of the master file, in the form of a USB stick? If the school or any member of the community wishes to access this information, it would be useful to have another contact.

It was agreed by the Councillors for the Parish Council to become custodians of the village history information. The Clerk was presented with the USB stick for safe keeping with the other PC files.

Another concern is the grass verges within the village. There has been an agreement between SCC, the Biodiversity group and the PC to stop cutting some of the verges within the village. The very long grass looks scruffy. There are becoming less moths and butterflies visit this area. Could it be agreed to ask the SCC and the Biodiversity Group if there may be wildflower areas?

Cllr Ewart arrived at 7.11pm

Cllr Revell stated that the subject of the grass verge cutting could be discussed for a long time as there are many different views. This should be added as an agenda item for the next meeting. The village has a plan of the different areas that should be left for wildflowers etc.

The member of public commented that the butterfly conservation group would be able to assist with the wildflower recommendations.

Cllr Revell said that the PC and the village are very lucky to have such an active

Biodiversity Group within the village. The PC will acknowledge any recommendations that the group may have.

Cllr Ransome asked if the member of public thought we should have fewer or more areas?

The member of the public recommended that there is the same among of areas, but this should be managed properly or have a clear care plan.

Mr Adams commented that grass is just as important for the wildlife, it takes a long time for the wildflowers to appear, this plan is in the early stages. ESC are behind on how to manage these areas.

3 Members of the public left at 7.17pm.

11675 Reports

Report by County Councillor Richard Smith

Richard Smith commented that he wished to congratulate the PC on the Queen's Platinum Jubilee celebration. The event was blessed with fine weather and many visitors. A decision is due on the 8th July for Sizewell C. There is 6 weeks to launch a judicial review, and EDF still has to find the funds £20b or maybe more. EDF are still putting in additional planning applications. There is a proposed park and ride at Bentwaters and a need for more buses. There will be 3 park and ride sites. This will affect the viability of local bus companies. EDF are looking to recruit 200 bus drivers. The care sector relies on low paid people to work, some of these people may go to Sizewell C. At the end of the last financial year the SCC had an underspend of £8.5m this is about 1.5% of the total budget. The budgeting process has started for the next year. £62.5m is required just to keep going. Inflation is very high and difficult to predict. Having to set a balanced budget is quite complex.

Cllr Ewart asked if SCC had reversed out of the agreement with the Russian power provider.

Richard Smith reported that the British Government has taken over the company. Many Ukrainian families are moving into the area, and this appears to be going well.

Cllr Revell thanked Richard Smith for attending.

Richard Smith left the meeting at 7.27pm.

Report by District Councillor Burroughes

Stephen Burroughes sent his apologies but submitted a written report.

The Chair formally opened the meeting at 7.28pm.

11676 To receive apologies for absence – Cllr Weaver, Cllr Buttle and Stephen Burroughes..

11677 To accept apologies for absence – Accepted.

11678 To record absence without apologies – None

11679 Declarations of Interest - None

11680 To consider any dispensations – None.

11681 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th May 2022.

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Holden, Seconder Cllr Harker and agreed by all who attended, with 1 abstention.

11682 Parish Clerk's Report

Policies – there are four policies to adopt; and there is one change to the donation

policy which is the difference in the amount of S137 money which is now £8.82 per elector for the 2022/23 financial year. The internal audit – the report has been received and the paperwork has been sent to the external auditor. Road sweeping – there has been no response from Norse regarding the road sweeping. Footpaths – I have had a report about two footpaths that require clearing. One on the Main Road the other in Spinney Pocket Park. Having reported both to the Rights of Way Team, they were deemed as not requiring further work. I have emailed the Biodiversity Group about the footpath in Spinney Pocket. UKPN – no notification has been received of when the markers will be placed on the side of the ditch to mark the cable. Car Park – a request has been made for a copy of the car park lease. A report has been submitted for an abandoned vehicle that has been on the car park for around 6 weeks. West View – a phone call was received from a resident regarding a fence which had been replaced some time ago by ESC. A report was submitted to ESC who responded and asked for a number to be passed to the resident. It was in fact an Highways issue and a person has been to access the area. Rural Services Network – a request for the subscription cost to the RSVG has been submitted; this is to be free until December and then an annual cost of £70. Community News – this edition is to be larger, at a cost of an additional £91. Invoices – these were submitted to the Social Club and the Village Hal for a third of the quarterly cost of the phone line and the broadband, these have been paid. Annual Leave – please note that the Clerk has a day's Annual Leave booked for the 15th July.

11683 Clerk's Report on urgent decisions

None

11684 Matters arising from the Clerk's report.

Cllr Revell commented that the footpaths issue is not a new problem, many of them are in a state of disrepair. The Main Road footpath should be reported to Richard Smith. Spinney Pocket is overgrown.

Cllr Ewart offered to be a connect between the PC and the Biodiversity group.

Cllr Revell commented that Spinney Pocket is a large job to manage, it needs to be managed correctly and for this will need funding.

Cllr Galloway reported that lots of bulbs were planted in that area once and it was under a plan The Biodiversity group has no funding but were to apply for grants. The PC stopped an annual contract as the Biodiversity Group were taking it over, they are to liaise with the school to see if they may be interested in forming a plan.

Cllr Revell suggested that UKPN are chased to see when they may be placing the markers near the cable. The PC should accept the Rural Services Network membership for free until December and then decide if they wish to extend it and pay the £70 annual fee. It is important that the Community News should be the right size for all the articles that need to be placed in it, so the additional cost is acceptable.

Cllr Revell said that it would be better to discuss the planning matters next as the members of the public wished to make comments about some of the planning applications.

11685 Planning Matters

12.1 Planning Report - The Planning Report had been circulated in advance and there was no change since the circulation.

12.2 New planning applications since the last meeting:

DC/22/1959/FUL – The Dairy, East Green Farm, East Green, Kelsale-cum-Carlton,

Installation of a ground mounted solar pv system.

The member of the public commented that this is an area of unfarmed grass. The need for the additional power is to assist with the charging of cars. The area is just under an acre, it is not visible from the road or a footpath, but it will be enclosed by a hedge. The neighbours have no issue with the application.

It was agreed by all the Councillors to support this application.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

DC/22/1867/FUL & 1868/LBC – Maple Farm, East Green, Kelsale-cum-Carlton, IP17 2PJ

Refurbishment and conversion of curtilage listed and non-curtilage buildings which lie within the setting of Maple Farm yard, buildings to form ancillary use to support diversification of existing farm activities.

Cllr Stewart commented that this will tidy up the area, access is a concern, traffic could be taken off the Theberton road.

Cllr Galloway commented that this is a green lane area.

It was agreed by all the Councillors to be in favour of this application subject to a comment about the access and increase in traffic.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

DC/22/2336/P3Q – Agricultural Building opposite Johnsons Farm, Kelsale Road, Kelsale-cum-Carlton

Prior notification (Agriculture) – Agricultural barn to residential.

Cllr Stewart commented that this application has been submitted before, this is very similar to the recent application for another farm.

Cllr Revell said that the PC should look at each application individually, the buildings are increasing, and this is setting a precedence.

Cllr Ransome commented that the design does not fit in.

Cllr Stewart said that planning laws are changing and so is what will be permitted.

Cllr Revell said that there will be a full design and access statement on the full planning application.

A member of the public commented that this application is now a single storey building, the property is currently a lean to shed not a barn. The location is an issue as there is no bus services. The barn behind is now being converted. The development is outside the current envelope of the village.

Another member of the public commented that the application is category 'Q', this is linked to Dutch barns, this is not a barn it is a few poles with a roof not seen as a conversion. The planning department does not stick to the rules set out. The change of the drive from a farm drive to a commercial drive. The area is on a dangerous junction. This will be the third barn conversion in 500 metres square. Large vehicles will be using the quiet road.

Support – 0 Councillors, Object – 6 Councillors, 1 abstention.

The conclusion was that the PC should object as this is not a 'Q' conversion.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

DC/22/2472/FUL – Keepers Cottage, Fordley Moor Kennels, East Green, Kelsale-cum-Carlton, IP17 3PH

Change of use from agricultural to commercial.

Cllr Stewart commented that this is encouraging their business.

It was agreed by all the Councillors to support this application.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

Cllr Revell said that another concern was the building on the nature reserve at Tiggins Meadow.

Cllr Stewart commented that there is an access, there are solar panels, a septic tank etc. ESC are looking at the site.

Cllr Galloway commented that no one wants buildings on Tiggins Lane, there is a composting toilet, plastered walls, and electric sockets. There is no breach at the moment, but it is being monitored. There is no evidence of over night sleeping.

2 members of the public left at 8.17pm.

11686 Matters arising from the Parish Council meeting held on Wednesday 25 May 2022.

10.1 Main Road Ditch – Cllr Weaver to investigate funding for a dropped kerb.

ACTION: Place on the agenda for next month.

10.2 Trees on the Car Park – Cllr Galloway said that this is work that would need to be carried out in the autumn. There is £750 in the budget for the tree work. Keith Dickerson is looking into replacing the trees with a hedge.

ACTION: Clerk to look at the budget to see if it is possible to fund the removal of the Conifers.

10.3 Queens Green Canopy – Cllr Revell requested that this be carried over to the next meeting. No update at the moment.

ACTION: Place on the agenda for the next meeting.

10.4 Queens Platinum Jubilee – Cllr Galloway reported that the event was very successful and well supported by residents. The road closure went well and there is lots of information in Community News.

Cllr Ewart has a Platinum Rose to present to Cllr Galloway and Cllr Buttle from the Councillors as a thank you for a successful event.

Cllr Stewart said that the donation bucket raised just under £500, maybe next time a card machine could be considered as not everyone carries cash.

Cllr Revell thanked people for organising the event.

10.5 Management of the Recreation Ground – Cllr Galloway reported that the Biodiversity Group are continuing to work on the design board.

Cllr Revell said that the new dog waste bin is in place. The bins on the recreation ground are very full and seem to be that way for most of the time. This issue has been mentioned in the Chairs article in the newsletter.

ACTION: The Biodiversity Group to design the sign board and bring to a future meeting.

The Clerk to enquire as to when the bins, both dog waste bins and the normal litter waste bins are emptied.

10.6 Spinney Pocket Park – Cllr Ewart to liaise with the Biodiversity Group, this area requires a young group of volunteers to look after it.

Cllr Revell commented that the Biodiversity Group does a lot of work within the village.

ACTION: Place this item on the agenda for the next meeting

10.7 Neighbourhood Plan – Cllr Galloway has only seen the first copy, this article requiring volunteers is to be placed in the next edition of the newsletter.

ACTION: Clerk to pass the Neighbourhood Plan file to Cllr Ewart.

11687 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that the planning permission has been granted for the work to the village hall. The painting has already started.

11.2 Power projects: Cllr Galloway reported that Cllr Weaver has written an article for the newsletter. The response regarding the decision over Sizewell C is expected on the 8th July.

11.3 Re-adoption of the Complaints Policy, Data-retention Policy, Data Breach Policy, and the Donations Policy – Please see the updated list on the website. Cllr Galloway proposed that the PC adopts these policies, this was seconded by Cllr Ransome and agreed by all.

11.4 SALC – Cllr Ewart reported that she wished to join the SALC board, and become a direct liaison with SALC and the PC.

11688 Financial Matters

13.1 Financial Statement since the May meeting. See Updated Finance Report of

22nd June 2022.

Cllr Holden proposed the payments, this was seconded by Cllr Stewart and agreed by all, with no abstentions.

13.2 To approve and sign the bank statements: The Bank Statement to 31st May 2022 plus financial reconciliations were agreed and signed by the Chairman.

13.3 Internal Audit Review – The Clerk reported that the internal report had been received, there seemed to be no major concerns with the report. This was available on the website for all to see. All the paperwork has now been submitted to the External Auditors, the PC are part of a 5% inspection.

13.4 To note and approve the quarterly accounts to the end June 2022.

The quarterly account were noted and agreed by all the Councillors.

11689 To Receive Reports from Portfolio Holders and Liaison Representative

B7: Trees and Green Spaces

Cllr Holden commented that the Carlton Green area needs cutting. The Clerk has reported this but would chase the Norse group again.

A10: KcC Schools

Cllr Harker commented that the primary school had a lot of cases of COVID. The 15th July is the Sports Day. There has been a Friends of the Church Group launched.

Cllr Ewart commented that she would be attending the Disability Forum. They will try to recruit volunteers for the Neighbourhood Plan from outside the PC, this would be before September. It is hoped that a meeting will take place with Richard Smith to find out how Saxmundham went about completing their Plan. This could help to influence how the village is developing.

Cllr Galloway reported that a lot of work had gone into the Neighbourhood Plan but this had been overtaken by Sizewell C and the COVID issues.

Cllr Galloway commented that a condolence card had been sent on behalf of the PC to the family of a previous Chairman of the Council.

Cllr Ransome said that there continued to be a problem with the polluted water course.

Cllr Revell replied that there is a report about the ditch in Sandy Lane. This has been passed to Anglian Water. The increase in use of the properties in that area has contributed to this issue. If there is enough need for the main sewer to be placed in this area, it will be investigated.

11690 Items for consideration for inclusion on the next agenda

As listed within the minutes.

11691 Correspondence

Community Governance Review – nothing that affects Kelsale-cum-Carlton.

Resident – Spinney Pocket footpath – already covered.

Resident – Main Road footpath – already covered.

Cambridge Maths School Consultation – no response required.

Rural Village Group – membership – already covered.

11692 To consider excluding the public and press

No considerations were necessary.

11693 Excluded items

There were none

11694 Date of the next meeting

The next Parish Council Meeting is to be held on the 27th July 2022 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 9.07pm.

Signed: Chairman Dated: